



DISTRICT OF COLUMBIA

OFFICE OF THE STATE SUPERINTENDENT OF

EDUCATION

Grants Manager

Division of Postsecondary and Career Education

The Office of the State Superintendent of Education (OSSE) is the State Education Agency for the District of Columbia charged with raising the quality of education for all DC residents. OSSE is focused on sustaining, accelerating, and deepening the progress being made for the District's 90,000+ students. OSSE serves as the District's liaison to the U.S. Department of Education and works closely with the District's 470+ early childhood facilities, 250+ schools, 60+ local education agencies (including DCPS and charter organizations), and community-based organizations to provide critical programming and resources to our stakeholders.

One of the most meaningful aspects of our work at the Office of the State Superintendent of Education (OSSE) is helping District of Columbia (DC) residents achieve their educational goals. Our division, Postsecondary and Career Education (PCE), is uniquely positioned to support key transitions across a wide spectrum of learners – from eager middle schoolers to resourceful adults. Along with our partners, we are honored to be part of our learners' high school choices, college visits, job placements, and many other meaningful moments in between. We currently have an opening on our College and Career Readiness team.

As the State Education Agency for the District of Columbia, OSSE is charged with raising the quality of education for all DC residents. PCE supports programs that help students explore their options at every level and pursue postsecondary goals. Our eight program offices support this goal in many different ways.

- The Office of Adult and Family Education (AFE) provides funding for organizations that serve adults who lack a high school diploma or equivalency, or who need to improve their literacy and numeracy skills to gain employment.
- The DC ReEngagement Center (REC) supports youth ages 16-24 to address barriers that they face in reconnecting with educational options, earning a secondary credential, and transitioning to employment and/or postsecondary education.
- The GED® Program Office (GEDPO) provides opportunities to sit for the GED® suite of exams.
- The Offices of Career and Technical Education (CTE) and Career Education Development (CED) provide funding to schools and the University of the District of Columbia for programs that serve traditional secondary and postsecondary students. These programs can also lead to students attaining industry credentials.
- The **Office of College and Career Readiness (CCR)** provides programming that helps develop a college-going culture in the District, with services targeted at middle and high school students.

- The Higher Education Licensure Commission (HELC or Commission) authorizes institutions of higher education (IHEs) to operate in the District, ensuring that District students have access to licensed and reliable higher education opportunities.
- The District of Columbia Tuition Assistance Grant (DCTAG) provide financial assistance as students move to and through college

Our College and Career Readiness team collaborates with a number of the program offices through program implementation and support and data sharing.

We are looking for a Grants Manager to join the College and Career Readiness team in PCE. The person selected for this position will primarily serve as a grant manager for two grant programs that are housed in the Office of College and Career Readiness. This person will also be involved with managing a contract with a vendor that will provide supports and services to District residents pursuing higher education. Finally, this person will take part in supporting a number of other college and career readiness projects which may involve community stakeholders, traditional and nontraditional students and their families, as well as creating and developing reports and briefs in relationship to this work. This person should enjoy working with students, families, members of the community and representatives of various nonprofit organizations and institutions of higher education. This person should also have experience managing grants – either through the application or approval process, ideally through the lens of education. The incumbent will report directly to the Director of College and Career Readiness and will work with colleagues throughout the division and agency to support peripheral programming aimed at supporting the postsecondary needs of District residents.

Specific functions of the Grant Manager include:

- Working with the Office of the Chief Information Officer to create, develop and build grants within a grants management system
- Managing large contracts related to the services provided to students
- Leading subgrantees in the process of creating applications, submitting application amendments and submitting reimbursement requests to OSSE
- Engaging with the DC community including schools, local colleges and universities, community-based organizations and other government agencies which may include frequent visits out of the office to engage subgrantees.
- Assisting in the implementation and maintenance of data dashboards, surveys and data evaluation tools
- Working with the internal communications team to develop public resources
- Assisting with the management of grants and programs that serve District residents
- Assisting with the preparation of written materials for public hearings and requests from DC Council as needed

Key qualifications for the role include:

- Ability to engage with community members, District residents, and other stakeholders positively and productively
- Ability to work within Microsoft Excel to track spending and allocations of subgrantees
- Ability to complete grant reports and manage the grant closeout process
- Experience managing large contracts, preferably in the education sector
- Strong project management and organization skills
- Excellent written and verbal communication and collaboration skills
- Willingness to travel to various offsite local education agencies, schools, colleges and universities and community-based organizations throughout the work day as needed

Our ideal candidate will also have:

- A positive and collaborative attitude, responsible nature, and willingness to take initiative to achieve the mission and goals of the College and Career Readiness team
- [Preferred] Possession of a Bachelor's degree in a relevant field (e.g., education, college/guidance counselling, college admissions, public policy, public service, nonprofit management) and/or 5+ years of work experience in these areas

Interested applicants should register for the [OSSE Virtual Hiring Fair](https://osse.dc.gov/page/hiring-fair-osse).

Full Link = <https://osse.dc.gov/page/hiring-fair-osse>.